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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 1 August 1956

FROM : Chief, Administrative Training

SUBJECT: Weekly Report, 24 - 31 July

- 25X1 1. [ ] met with [ ] Supply Division,  
25X1 Office of Logistics on 24 July for the purpose of discussing a new procedure for  
25X1 property clearances for personnel leaving the Headquarters for PCS or the Agency  
25X1 as a result of resignation. It was agreed that a memorandum would be prepared  
25X1 by [ ] for the signature of the Director, Logistics and directed to  
25X1 the Director, Personnel, outlining the necessary action to be taken by both  
25X1 offices concerned.
- 25X1 2. On 25 July, [ ] briefed six JOTs on Personnel Services.
- 25X1 3. [ ] of Logistics called concerning continued cable coverage  
25X1 for Logistics personnel. He said that [ ] was pleased with the two  
25X1 DDS Cable Refresher Courses given Logistics and wanted to ensure that returnees  
25X1 receive a similar coverage. Two possibilities were presented for consideration:  
25X1 (a) That Logistics personnel audit the cable coverage in Operations Support, and  
25X1 (b) That a cable lecture and problems be included in the Logistics Course. The  
25X1 latter would probably serve Logistics better in that emphasis could be placed on  
25X1 their own cable problems. The Office of Logistics runs three of these courses a  
25X1 year and they feel about three hours would be sufficient time to devote to cables.
- 25X1 4. [ ] employed a new approach in presenting [ ]  
25X1 [ ] distributed the Tradecraft Manual. An introduction by [ ]  
25X1 [ ] was followed by a two hour reading period. [ ] is going to for-  
25X1 ward to us the students' written comments on the Manual.
- 25X1 5. The Finance Case Officers' Handbook has not been cleared for publication.  
25X1 On 13 December 1955 this draft and [ ] Tradecraft Manual was presented  
25X1 to [ ] The Tradecraft Manual is now being used by students and instruc-  
25X1 tors, however, the history of the proposed Finance Case Officers' Handbook has been  
25X1 difficult and devious:
- 25X1 6 March - the handbook was checked by [ ] and  
25X1 [ ] and forwarded to [ ]
- 25X1 3 April - this book came to us with comments by [ ]  
25X1 (General Counsel's Office). After discussion of  
25X1 specific points a meeting was arranged and the  
25X1 General Counsel's agreement was obtained.

25 YEAR RE-REVIEW

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7 May - [ ] (DDP) had publications route photostatic copies for comment. One of these copies was received in training on 17 May with a 31 May deadline for comment.

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30 July - [ ] telephoned to report receipt of comments from [ ] dated 29 June and forwarded by Publications (19 July).

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1 Aug - [ ] brought these suggested changes to us for resolving.

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[ ] directed these changes be made and the handbook resubmitted for additional clearance. [ ] has been given all pertinent memos, including concurrences by DDP Budget Officers, concerning the handbook to formulate a reply. [ ] is of the opinion that the Technical Audit Staff might possibly be able to expedite the issuance of this publication. He is checking and will call us on his findings.

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cc:



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